



COUNTY OF MONO

JOB ANNOUNCEMENT

FILING DEADLINE**FFD: 2/26/10****Finance – Office Assistant I****Bridgeport****SALARY****39: \$12.47/hr****Temporary Part-time position**

The Mono County Finance Department is accepting applications for the temporary part-time position of Office Assistant I for the Tax-Treasurer office in Bridgeport. Qualified applicants not selected for this position will be placed on an eligibility list from which future vacancies may be filled.

Knowledge and abilities:

Under direct supervision, to perform a variety of office assistance and clerk assignments, in the Tax-Treasurer office; to do related work as required.

Some desirable qualifications include:**Knowledge of:**

- Basic knowledge of financial recordkeeping and office procedures
- Modern office methods, practices, and procedures
- Proper English usage, spelling, grammar, and punctuation
- Basic mathematics

Ability to:

- Learn and perform a variety of fiscal and technical services for the assigned department
- Learn to interpret and apply the policies and procedures of the Department and work unit where assigned
- Learn to assist with the preparation of financial statements or other specialized reports
- Make mathematical calculations quickly and accurately
- Learn to operate a personal computer and appropriate software
- Follow oral and written directions
- Tactfully and courteously provide a variety of public assistance
- Maintain confidentiality
- Establish and maintain cooperative working relationships

Physical Requirements:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Some training in office skills is highly desirable

Special Requirements:

- Possession of a driver's license valid in California
- High School Diploma or GED

Application Process: For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain job flyer, job application by accessing Employment Opportunities website: www.monocounty.ca.gov

All complete applications received by 5:00 p.m. by **2/26/2010** in our office will be considered. Faxed applications will be accepted provided the application with the original signature is postmarked by 2/26/2010.

Mono County Sheriff**P.O. Box 696 ~ Bridgeport, California 93517****(760) 932-5412 ~ (760) 932-5411 (FAX) website: <http://www.monocounty.ca.gov>****EOE/AEE/ADAE**